

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC16-04**

**OPEN: 14 APRIL 2004**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: RECREATION AID, NF-0189-01,  
Salary Range \$5.15 to \$10.89 per hour**

**LOCATION: Morale Welfare Recreation Fund – Various locations in the Aberdeen Area and Edgewood Area such as: Arts and Crafts Center, Auto Crafts, Bowling Center, Golf Program, Gym & Fitness Centers, Outdoor Recreation Program (Chesapeake Challenge, Equipment Resource Center, Swimming Pools), Recreation Centers, Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited Tenure depending upon the need at the time the position is filled. Work schedule may be Regular, Irregular or Rotating. Conversion from a Flexible or Limited Tenure appointment to a Regular Full-time or Regular Part-time may be made non-competitively. Benefits such as annual leave, sick leave, paid holidays, retirement, 401k, medical and life insurance may be elected only by Regular employees. Flexible employees are not eligible for benefits. In the event a flexible employee is converted to regular, benefits will be offered at that time.**

**AREA OF CONSIDERATION: Open to all interested candidates. Concurrent recruitment from all sources may result in this announcement not being used for a specific vacancy.**

**BRIEF DESCRIPTION OF DUTIES: Varies according to the specific location of the vacancy to be filled. General description of duties for Recreation Aid is: Issues tools, equipment and games to authorized customers. Checks identification, collects fees when appropriate, and completes appropriate documentation. Receives returned items, inspecting for obvious damage and missing parts. Checks inventories and supplies. In a recreation facility, assists in directing patrons, scheduling the use of courts, lanes and equipment. Participates in and directs games and social events. Decorates party rooms and maintains the cleanliness of assigned work areas. The following are some general examples of duties that may be performed at specific locations:**

**ARTS AND CRAFTS (Aberdeen Area and Edgewood Area of APG, MD): Demonstrates simple techniques pertaining to the specific type of project such as framing, ceramics, engraving, woodworking, etc.**

## **NAF VACANCY ANNOUNCEMENT #OC16-04 (CONTINUED)**

**AUTO CRAFTS (Aberdeen Area of APG, MD):** Helps patrons in a full service automotive maintenance facility of self-help and repair. Assigns work areas, distributes and accounts for tools used during automotive repair, collects money, etc. **MUST BE 18 YEARS OLD TO WORK IN THIS AREA.**

**BOWLING CENTER (Aberdeen Area of APG, MD):** Issues shoes, equipment and lanes to authorized customers, checking identification and collects fees when appropriate, etc. **MUST BE 18 YEARS OLD TO WORK IN THIS AREA.**

**GOLF (Aberdeen Area and Edgewood Area of APG, MD):** Assists patrons, collects money, realigns carts, polices golf course, books tee time.

**GYMS & FITNESS CENTERS (Aberdeen Area and Edgewood Area of APG, MD) :** Assists patrons in using exercise equipment. Verifies eligibility. Keeps area and equipment clean.

### **OUTDOOR RECREATION CENTER:**

**BOAT DOCKS (Aberdeen Area and Edgewood Area of APG, MD):** Rents boats and performs functions associated with boating activities. These positions are seasonal only and require the applicant to work Saturdays, Sundays and holidays.

**CHESAPEAKE CHALLENGE (Aberdeen Area of APG, MD):** Assists patrons with the operation of go-karts, batting cages, miniature golf, snack bar, maintaining grounds, etc. These positions are seasonal only.

**EQUIPMENT RESOURCE CENTER (Aberdeen Area of APG, MD):** Assists patrons with equipment rental such as camping equipment and recreational items. Collects monies and inspects items returned for damage, etc.

**SWIMMING POOLS (Aberdeen Area and Edgewood Area of APG, MD):** Collects money, verifies eligibility and maintains area. These positions are seasonal only.

**RECREATION CENTERS (Aberdeen Area and Edgewood Area of APG, MD):** Assists patrons, collects money, reserves rooms, maintains area. Insures patrons have darts, pool table equipment, Internet access, DVD & VHS movies, etc. **MUST BE 18 YEARS OLD TO WORK IN THIS AREA.**

### **QUALIFICATION REQUIREMENTS:**

1. No experience required.
2. May be required to work evenings, weekends and some holidays.
3. Minors may apply but some positions are limited to persons 18 years of age or older due to Maryland Law.

## **NAF VACANCY ANNOUNCEMENT #0C16-04 (CONTINUED)**

### **CONDITIONS OF EMPLOYMENT:**

- 1. Direct Deposit:** As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
- 2. Appointment** subject to satisfactory completion of Pre-employment checks.
- 3. You must present your Social Security Card** when processed-in at the time of appointment.
- 4. You must complete DA Form 3433-1 (Supplemental Application Form)** when selected. Failure to satisfactorily meet these requirements may result in separation.

### **HOW TO APPLY:**

- 1. Submit completed DA Form 3433 (NAF Application) or resume.** You must indicate the vacancy announcement number in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration may result in your not being considered.
- 2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).**
- 3. All applicants must complete a DA Form 3433-1 (Supplemental Application Form)** as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.
- 4. If PRIOR MILITARY, to receive Veteran's Preference** a copy of your DD214 must be attached which shows nature of discharge (copy number 4).
- 5. To receive SPOUSE EMPLOYMENT PREFERENCE,** you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference (AMSSB-GCP Form 192). Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.
- 6. You must clearly reflect on your application/resume how you meet the qualification requirements.** Failure to provide the required length of experience or skills will result in your being rated ineligible and you will not be referred for job consideration. It is recommended your review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.
- 7. Your application/resume will be considered for this specific open continuous vacancy announcement only.** This Open Continuous Announcement may be used to refer qualified applicants for referral each time a new request for referral is received. Your application will remain on file for six (6) months year from the date of receipt by the Nonappropriated Funds Human Resources Office provided you are interested and available for employment. If you are contacted and you fail to reply or decline, your application is permanently removed from our files for further consideration for future vacancies. You may reapply in the event you become available at a later date. If you desire consideration for other vacancy announcements, you must submit another application following the requirements that pertain to that announcement.

**NAF VACANCY ANNOUNCEMENT #OC16-04 (CONTINUED)**

**WHERE TO APPLY:** Applications may be submitted to the Nonappropriated Funds Human Resources Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via e-mail to: NAF@usag.apg.army.mil. Telephone: 410-278-5126. Fax 410-278-0684 Note -If you fax or e-mail your application, please keep your original since it will be required for our records if you are appointed.

**EQUAL OPPORTUNITY:** Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization. Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the servicing NAF Human Resources Office. Requests for reasonable accommodation are made on a case-by-case basis.

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

***PLEASE POST ON EMPLOYEE BULLETIN BOARD***